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**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA**

Position Title: U.S. Probation Officer
Full-Time/Permanent
Announcement #FY15-06
Location: Tulsa, Oklahoma
Opening Date: July 31, 2015
Closing Date: August 21, 2015
Starting Salary Range: 27/1 (\$46,365) - 28/61(\$91,275)
Depending on specialized experience and qualifications

The U.S. Probation Office serves the U.S. District Court in the Northern District of Oklahoma. The District serves 11 counties and consists of four active district judges, one senior district judge, and three full-time magistrate judges. The Probation Office consists of 31 employees, including a Chief, two Deputy Chiefs, and two Supervisory Probation Officers.

Summary

The applicant selected for this position will conduct presentence investigations, pre-bail investigations, and supervise post conviction and pretrial defendants. Therefore, this position will be assigned to either the Presentence Investigative Unit or the Pretrial Supervision Unit. The U.S. Probation Officer is required to provide instructions and guidance, conduct investigations, and perform overall oversight of defendants/offenders to ensure adherence to or compliance with court imposed directives, conditions, or guidelines.

Representative Duties

- Conduct all investigations (i.e., collaterals, presentence, postsentence, prerelease, etc.).
- Monitor and report on the lifestyle, personal problems and needs of offenders that become apparent during home visits or contacts with the offender, family, or employer.
- Supervise a select caseload of offenders requiring frequent contacts by telephone, office visits, and/or field visits.
- Counsel and provide aftercare services for individuals with drug, alcohol, and other problems.
- Assist in the development of community resources to meet the special needs of offenders.
- Testify at violation proceedings before the Court or Parole Commission.
- Maintain case records as required, documenting significant behavior of offenders, events, and officer/offender interaction.
- Participate and contribute to ongoing training programs. Keep informed of new developments and techniques in the correction field.
- Engage in overt and covert investigations to include hazardous law enforcement-related activities such as arrest and transportation of offenders, search and seizure operations, after-hours surveillance, and unannounced home visits.
- Perform all other related duties as assigned.

Qualifications

To qualify for this position, an applicant must have a Bachelor's Degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any of the behavioral sciences. In addition, the following experience or advanced degree is required:

CL-27 Level - two years of specialized experience, including at least one equivalent to work at the CL-25 level; **or**, a master's, in a field of study closely related to the position; **or**, a Juris Doctor (JD) Degree.

CL 28 Level - two years of specialized experience, including at least one year equivalent to work at the CL-27 level.

Specialized Experience

Specialized experience is defined as progressively responsible work, gained after completion of a Bachelor's Degree, in such fields as investigation, counseling and guidance, working with offenders in community corrections, pretrial programs, or in closely allied fields such as serving as an education guidance counselor, social worker, caseworker, or psychologist. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not qualifying.

Other Requirements

In addition, the incumbent must have working knowledge of Microsoft Word and automated systems, well developed written and verbal communication skills, superior organization skills, unquestioned integrity, maturity of judgement, and tact. Also, must have the capability to cope with a stressful workload and maintain a professional demeanor under stressful situations.

Court Preferred Qualifications

Advanced degree.

Experience as a state or federal probation officer.

Conditions of Employment

- Applicants must be U. S. Citizens or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please click [here](#).
- Applicants must not have achieved his/her 37th birthday at the time of the appointment as defined in Title 5, United States Code, Chapters 83 and 84, and must meet rigid physical standards.
- Employees of the U.S. Probation Office are subject to a probationary period.
- New officers will attend and complete a six-week training program at the Federal Law Enforcement Training Academy (FLETC) in Charleston, South Carolina.

Medical Requirements

Prior to appointment, the selectee will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. To review the medical requirements and the essential job functions derived from the medical guidelines for probation officers, please click [here](#).

Benefits

The Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employee benefits such as paid vacation and sick leave, group health insurance, life insurance, long term disability, long term care programs, dental and vision plans, flexible spending accounts, a tax deferred savings plan, and 10 paid holidays per year. U. S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). This position is required to have electronic transfer of salary payment. For more details on benefits, please click [here](#).

Additional Information

All application information is subject to verification. Appointment to this position is contingent upon completion of full background investigation including an FBI fingerprint check, credit check, name check, and tax check. Retention depends upon receipt of a favorable suitability determination.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, or hire more than one applicant from this announcement, any of which may occur without prior written notice. Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The Court is not authorized to reimburse travel expenses in connection with an interview or to pay relocation expenses.

Application Procedures

Interested and qualified applicants must submit a current resume, cover letter, and Application for Judicial Branch Federal Employment (AO-78), which can be found on the District Court's website at: www.oknd.uscourts.gov. Part of the screening process will include an evaluation of the applicant's writing ability. Therefore, as a separate submission, please include an explanation of why you have chosen to pursue a career as a U.S. Probation Officer, and what knowledge, skills and abilities you will bring to the position to benefit the Court and the Probation Office in the Northern District of Oklahoma. Please contact the Human Resources Office at 918-699-4841 if you have questions.

The application packet, which must be received by close of business (5:00 P. M.) on Friday, August 21, 2015, can be sent by mail, to:

U. S. Probation Office, Northern District of Oklahoma
Attn: Human Resources
333 W. 4th Street, Suite 3820
Tulsa, Oklahoma 74103

Or, by e-mail to:

Charlotte_Griggs@oknd.uscourts.gov

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